

DELAWARE TRANSIT CORPORATION

POSITION VACANCY POSTING
CONTINUOUS POSTING
OPEN UNTIL FILLED

METHOD OF APPLICATION: **Employment Application**

INTERESTED CANDIDATES MUST FILE FOR THIS POSITION BY SUBMITTING AN EMPLOYMENT APPLICATION TO THE HUMAN RESOURCES DEPARTMENT.

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POSITION #: XXX JOB CODE #:

POSITION TITLE Fixed Route Operator – New Castle County - Full-Time

PAY GRADE PAY RATE \$15.60 PAY RANGE
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT New Castle DEPARTMENT Transportation
SECTION Operations

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CLASSIFICATION: FULL TIME X PART-TIME

CONTRACT: 8FR X 8DR 32 N/C

SCHEDULED HOURS Varied SCHEDULED DAYS Varied

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SUMMARY OF POSITION:

The Fixed Route Operator operates buses in regular and irregular route operations, assisting passengers, collecting fares, completing vehicle defect cards, completing accidents reports and having full knowledge of transit system routes, schedules, procedures and regulations. A CDL Class A with Passenger Endorsement and No Air Brake restriction or CDL Class B with Passenger Endorsement and No Air Brake restriction (or equivalent permit) is required for Fixed Route Bus Operators. One year of commercial driving experience is preferred, as well as excellent customer service skills. Candidates must be at least 21 years of age.

JOB DESCRIPTION: AVAILABLE ON-LINE AT **www.dartfirststate.com**

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EQUAL OPPORTUNITY EMPLOYER

"Application must specifically address each Preferred Qualification"

DTC is an "Equal Opportunity Employer". Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an accommodation, applicants may call (302) 760-2891. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

JOB APPLICATIONS ARE AVAILABLE ON-LINE AT: www.dartfirststate.com

Updated: June 16, 1989
Updated: January 2, 1992

Local 842, ATU

DELAWARE TRANSIT CORPORATION

POSITION TITLE: Bus Operator

NATURE OF WORK
PERFORMED:

Bus Operators report to the Assistant Administrator, Operations, through Operations Manager, Assistant Operations Manager, Dispatchers, and Street Supervisors. General functions include: operating buses and other vehicles in regular and irregular route operations, assisting passengers, collecting fares, issuing transfers, completing vehicle defect cards, completing accident reports, and having full knowledge of transit system routes, schedules, procedures, and regulations.

RESPONSIBLE TO: Assistant Operations Manager

**MINIMUM EDUCATION
AND/OR EXPERIENCE
QUALIFICATIONS:**

Prefer high school graduate or equivalent. Delaware Class B Vehicle Commercial Driver's License, minimum of twenty-one years of age, good work record, good driving record, excellent health, ability to pass physical examination. Physical and mental capability to perform duties of position. **Preferred one year experience driving commercial vehicle and excellent customer service skills.**

**SPECIFIC
RESPONSIBILITIES:**

Examples of duties of this position include:

1. Following instructions issued by Dispatchers, Road Supervisors, Assistant Administrator, Operations, Operations Manager, Assistant Operations Manager, and other DART management personnel.
2. Operating vehicles in a safe and smooth manner, complying with all transit system local, state, and federal regulations.
3. Reporting to work on time, in full regulation uniform, with proper equipment to perform the duties of this position.
4. Having full knowledge of applicable transit system regulations.
5. Consulting the bulletin board daily for any special orders or instructions.
6. Having full knowledge of all routes and schedules within the transit system.
7. Caring for, being responsible for, and being able to operate any type of vehicle under your control.
8. Completely filling out defect cards.
9. Inspecting the interior of assigned bus for damage and reporting damage to the Dispatcher.

10. Inspecting the interior of assigned bus for lost items and turning in all lost items to Lost and Found at the Information Center at the end of work assignment.
11. Setting destination signs, farebox system and radio system in accordance with transit system regulations.
12. Controlling the heating, cooling, and lighting systems of coaches to provide a comfortable environment for passengers.
13. Maintaining awareness for prospective passengers to ensure that those desiring to ride are afforded the opportunity to safely board the vehicle.
14. Assisting passengers in boarding and alighting, pulling to the curb whenever possible and "kneeling the bus" when necessary.
15. Providing information in response to passenger requests.
16. Announce route and destinations over public address system where required.
17. Collecting fares and issuing transfers and entering data in farebox system in accordance with transit system regulations.
18. Maintaining order on buses.
19. Discharging passengers, upon request, at a designated bus stop or other safe location.
20. Setting up, monitoring and operating two-way radios on vehicles so equipped in compliance with system regulations.
21. The timely completion of written reports of unusual incidents or accidents. Reporting delays, detours and other appropriate information to supervisory personnel.
22. Assisting injured individuals at the location of an accident.
23. Promptly reporting any accident involving a DART vehicle to your supervisor.
24. Completely filling out accident reports within 24 hours or next business day.
25. Carrying a valid Commercial Driver's License (CDL) Class B at all times while on duty.
26. Working fully with transit system and insurance company officials to assist in the settlement of accident claims.
27. Cooperating with special passenger counts and surveys of transit related activities.

28. Performing a pre-trip inspection on each vehicle prior to assuming responsibility of or taking a vehicle out of the garage and reporting any damage or unsafe operating conditions to the supervisor.
29. Selecting runs in accordance with the terms of the existing established Collective Bargaining Agreement.

30. Securing from the Dispatcher the proper transfer of the day, schedules for route(s) to be operated, Passenger Bulletins, charter order or any other items necessary to perform duties of your position.
31. Returning all equipment to the Dispatcher at the end of the day as required.
32. Taking the properly assigned bus or reporting to the Supervisor if the bus assigned is not available or operable.
33. Exercising professionalism and mature judgment at all times.
34. Conducting all work in a safe and efficient manner, preventing injuries to yourself and all other individuals. Observing and reporting any potential safety hazards to you Supervisor.
35. Keeping the Driver's area clean and free from debris.
36. Other duties as related to functional areas of responsibility as assigned.